

# POSITION DESCRIPTION

## Part I: POSITION INFORMATION

Read each heading carefully before proceeding. Make statements simple, brief, and complete. **Be certain the form is signed.** Send the original to Human Resources. Supervisors and incumbents are responsible for completion of this form.

Classified	Regular	Full-Time	Existing	100%	Other %
Position Number: <b>K0210460</b>		Current Class Title: Administrative Assistant		<b>For Use by Human Resources</b> Allocation: Administrative Assistant Effective Date: 5/20/2008 FLSA Status: Nonexempt Approved By: Patti Woodcock Pay Grade: 13	
Employee Name: <b>Janice Conklin</b>		Proposed Class Title: (reallocations or new positions only)			
Direct	Name: Linda Williams	Position Number: K0218536			
Supervisor	Title: Public Service Executive I				
Location:	Topeka/Shawnee	Other Location:	8:00am - 5:00pm	Other Hours:	
Division:	Division of Health, Bureau of Family Health			Budget Program Number:	65130

## Part II: ORGANIZATIONAL INFORMATION

1. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

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2. How much latitude is allowed incumbent in completing work? **Some**

3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?

The employee will receive instructions with respect to the details of most assignments.

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4. Which statement best describes the results of error in action or decision of this incumbent?

**Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.**

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

**Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. No duty shall exceed 50% nor be less than 5%.**

**Essential** functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation.

**Marginal** functions are peripheral, incidental or minimal parts of the position.

**Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.**

Number	% of Time	E or M	Description of Duties
1.	50%	E	Takes critical reports on presumptive labs that are called from the State Lab, accurately records this information and informs the NBS professional staff of these presumptive labs. Reviews all newborn screening abnormal lab reports. Selects and forwards appropriate condition letter to the physician and/or parent. Enters data information on all newborn screening abnormal tests into the WebIZ system and runs query information using an established program. Notifies CSHCN program when a child is diagnosed with a CSHCN eligible condition. Uses the State Lab DHDL system to query for reports and information related to Newborn Screening clients.
2.	15%	E	Assists Administrative Specialist with maintenance of an adequate level of office supplies, equipment and property and development of related forms. Assists in the development and typing of newborn screening pamphlets, worksheets, tables, medical, legal and other documents and/or correspondence. Assists newborn screening staff in working with the State Lab to develop a system for cross matching NBS client data to Vital Statistics data in order to eliminate name duplication in the DHDL system.
3.	10%	E	Provides backup for the Newborn Screening Administrative Specialist for entering of Congenital Malformation information into the reporting files of the Vital Statistics Information System in accordance with confidentiality procedures and regulations.
4.	10%	M	Provides general Children's Developmental Services (CDS) support to include the following; opens, sorts and stamps in-mail for CDS; screens CDS callers and refers the caller to the appropriate CDS program; provides detailed responses to information requests and questions about Newborn Screening reports;
5.	10%	M	Prepares and enters data or information from source documents, rough draft, copy or general instructions into routine and technical materials including forms, statistical reports and correspondence. Maintains appropriate filing system for information collected.
6.	5%	M	Perform other duties as assigned including serving as a member of the KDHE Disaster Response Team as needed to assure the agency's public and environmental health response is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism.

6. Click on the button if this position directly supervises agency employees:		<input type="radio"/> Supervisor <input checked="" type="radio"/> Non-Supervisor	
7. List the class titles and position numbers of all agency employees directly supervised by this position:			
Class Title	Position #	Class Title	Position #

8. For what purpose, with whom and how frequently are contacts made with the public, officials or other employees?

<input type="checkbox"/> Local Government Officials <input type="checkbox"/> State Government Officials <input type="checkbox"/> Federal Government Officials <input checked="" type="checkbox"/> Community Contacts <input type="checkbox"/> Private Consultants <input type="checkbox"/> Owners <input type="checkbox"/> Operators <input type="checkbox"/> Legislature <input checked="" type="checkbox"/> KDHE Program Staff <input checked="" type="checkbox"/> Other: <span style="border: 1px solid black; padding: 0 5px;">parents, physicians, hospitals</span> <input type="checkbox"/> Other: <span style="border: 1px solid black; padding: 0 5px;"> </span> <input type="checkbox"/> Other: <span style="border: 1px solid black; padding: 0 5px;"> </span>	Frequency:	▼	Purpose:	▼	Other Purpose:
	Frequency:	▼	Purpose:	▼	
	Frequency:	▼	Purpose:	▼	
	Daily	▼	carry out duties	▼	
	Frequency:	▼	Purpose:	▼	
	Frequency:	▼	Purpose:	▼	
	Frequency:	▼	Purpose:	▼	
	Frequency:	▼	Purpose:	▼	
	Daily	▼	carry out duties	▼	
	Frequently	▼	provide program information	▼	
	Frequency:	▼	Purpose:	▼	
	Frequency:	▼	Purpose:	▼	

9. What hazards, risks or discomforts exist on the job or in the work environment?

☒ Normal Office Environment  
☐ Other (please explain)

10. Describe any methods, techniques or procedures that must be used to ensure safety for equipment, employees, clients and others.  
 (Check all that apply.)

☐ Standard industry health and safety protocol is used at sites to ensure the safety of all on-site personnel and the general public.  
☐ Contact with corrosive, toxic, ignitable, and/or reactive materials during fieldwork including hazardous or solid waste site visits, sampling activities, and related work may occur.  
☐ Pursuant to 29 CFR, Part 1910.120, employee will be required to successfully complete the 40-hour Hazardous Waste Site Operations training and the annual eight-hour update training.  
☐ Personal protective equipment is provided as necessary.  
☐ The use of electrical audiovisual equipment necessitates knowledge and safety measures while using and securing equipment cords to prevent self and others from electrical shock or trip/fall injuries.  
☐ Normal driving and road hazards may occur while traveling Kansas roads.  
☒ Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc.  
☒ Requires the use of computer, copier, calculator, fax, and other electrical office machines.  
☒ Incumbent is encouraged to follow office safety practices to ensure safety for self and others in the office.  
☐ Other:

11. Performance of the duties of this position could be reasonably anticipated to cause exposure to blood, blood products and/or other potentially infectious materials.  

☐ Yes
☒ No

12. Check all machines regularly used in the work of this position and indicate frequency with which they are used.

<b>Equipment:</b>	<b>Frequency Used:</b>	<b>Equipment:</b>	<b>Frequency Used:</b>	<b>Other:</b>
<input checked="" type="checkbox"/> Computer	Daily ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼	
<input checked="" type="checkbox"/> Telephone	Daily ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼	
<input checked="" type="checkbox"/> Copier	Daily ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼	
<input checked="" type="checkbox"/> Fax machine	Frequently ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼	
<input checked="" type="checkbox"/> Scanner	Occasionally ▼			
<input type="checkbox"/> Scientific equipment	Frequency: ▼			
<input type="checkbox"/> Sampling equipment	Frequency: ▼			
<input type="checkbox"/> Vehicle	Frequency: ▼			

**Part III: EDUCATION, EXPERIENCE AND SAFETY INFORMATION**

13. Minimum Requirements (MR) as stated in the State of Kansas Class Specification. **Note: Do not include substitution statement indicated on class specification. However, if substitution is desired, specifically describe substitution.**

Six months of experience in general office, clerical or administrative support work.

14. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

License's Required	<input type="checkbox"/> Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State. <input type="checkbox"/> Professional Environmental Engineer - Incumbent is required to maintain a professional environmental engineer license while in the position. <input type="checkbox"/> Professional Geologist - Incumbent is required to maintain a professional geology license while in this position.
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Other License

15. Preferred education, experience or skills. **(These items will be used to screen applicants when recruiting to fill the position.)**

**Preferred Education**

- ☒ High School/GED  
☐ Bachelors Degree  
☐ Masters Degree  
☐ Ph.D.  
☐ M.D.  
☐ Other  
☐ Other  
☐ Other  
☐ Other

**Degree Area**


**Preferred Skills**

- ☒ Computer Skills  
☒ Grammar  
☒ Other  
☒ Other  
☒ Other  
☒ Other  
☐ Other  
☐ Other  
☐ Other

Word, Excel, PowerPoint, Access

Proofreading, editing, attention to detail

General office practices

Professional telephone practices

Data entry

Computer and general filing

**Preferred Experience:**

Minimum of one year of administrative assistance experience

**Part IV: SIGNATURES**

Signature of Employee

Date

Signature of Human Resources Official

5/20/2008

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or  
Appointing Authority

5/20/2008

Date